

REQUEST FOR PROPOSALS

The Clermont County Park District is seeking proposals for the cleaning of the Pattison Park Lodge following rental events. Primary cleaning duties would be on weekends and holidays.

The Pattison Park Lodge is rented to the general public for wedding receptions, family reunions, company parties, and other events. The lodge has tables and chairs for 214 guests.

REQUIREMENTS

The proposal shall include all of the following:

- a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed.
- b) References – Discuss the firm's prior experience in providing the proposed service. Provide a list of current clients.
- c) Proof of Worker's Compensation Coverage.
- d) With the proposal the company shall provide proof of liability insurance. Before signing the contract the Company shall have in place commercial general liability insurance for bodily injury, personal injury and property damage in an amount not less than \$1,000,000 per person, \$2,000,000 per occurrence and \$2,000,000 aggregate while performing any services for the Park District in accordance with the terms of the contract and shall provide to the Park District a Certificate of Insurance, listing the Park District as additional insured, as proof of compliance with this condition. Company shall also maintain liability insurance to cover all of its employees and agents for any liability arising out of their conduct while in the employ of the Company in connection with the services rendered pursuant to this agreement.
- e) Quote for cleaning service is required to be given in a per cleaning format and is to be valid for 90 days.
- f) All proposals shall include Company Name, Contact person, address, phone number, email, and signature of authorized representative.

SCOPE OF SERVICES

CLEANING SERVICE –. The service provider will provide cleaning services for the Pattison Park Lodge and grounds surrounding at 2228 US Highway 50 Batavia, Ohio. Services shall include all normal and customary general cleaning: Collect all trash and recyclables - Wipe down all tables, counter tops, and chairs as needed - Vacuum all carpet runners - Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets, urinals inside and out. - Restock supplies sweep and mop floors). - Clean all glass found on entrance doors. - Sweep & Mop Main floor, kitchen, and hallway floors. High Low dusting of fixtures. Check and Clean refrigerator and Microwave inside and wipe down exterior. Check coffee pots and filter and clean as needed. Wipe down counter top, and clean sink compartments.

Lodge and gazebo outdoor areas such as sidewalks and parking areas need to be checked and swept, picked up, and cleaned as needed. Report any damages to Park District staff.

Winter months check wood box and fill as needed, leave fire starter supplied by Park District to aid clients in starting fire. Clean ashes from fireplace. Clean fireplace glass as needed.

The cleaning schedule will be following rentals on weekends and Holidays, and on an as needed basis for weekdays. (For example: Lodge is rented for a Friday night. Contractor will have it cleaned and ready for Saturday rental at 10 AM. If lodge is rented on a Sunday, Park District staff will clean on Monday morning unless contractor is notified.) In 2012 the contractor was responsible for 84 cleanings.

Starting time for cleaning can take place after 2:30 am and must be completed by 10:00 am to allow for next rental entry into building.

The Park District will be responsible for the purchase and stocking in supply cabinet of trash liners, large trash bags, toilet paper, hand towels, hand soap and urinal blocks. Cleaning supplies such as mops, brooms, and cleaning chemicals will as well be supplied by the Park District. Cleaning service is responsible for staffing only.

DISCLAIMERS The Park District reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the Park Districts sole discretion, has deficiencies. In addition, the Park District reserves the right to enter into negotiations with one or more respondents.

Site Visit The Park District encourages all interested parties to attend an open house to visit site of proposed cleaning contract on January 9th, 2013 from 10:00am to 2:00pm. Other times by appointment.

CONTACT & SUBMITTAL INFORMATION Contact Ron Shouse at 513-403-0528 should you have specific questions regarding the information we are requesting. Submittals can be delivered on or before January 25, 2013 at 4:00 p.m. to the Clermont County Park District 2228 Highway 50 Batavia, Ohio 45103.

www.clermontparks.org



Please use the format below for documenting all cost related to your proposal

Price per cleaning of Pattison Lodge & Gazebo:

SIGNATURE SECTION

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Signature

Company Name

Print Name

Company Address

Title

City

State

Zip

Telephone #

Fax #

Email Address

Website

DISCLAIMERS The Park District reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the Park Districts sole discretion, has deficiencies. In addition, the Park District reserves the right to enter into negotiations with one or more respondents.

Site Visit The Park District requires all interested parties to attend an open house to visit site of proposed cleaning contract. January 9th, 2013 from 10:00 am to 2:00pm. Other times by appointment.

CONTACT & SUBMITTAL INFORMATION Contact Ron Shouse at 513-403-0528 should you have specific questions regarding the information we are requesting. Submittals can be delivered on or before January 25, 2013 at 4:00 p.m. to the Clermont County Park District 2228 Highway 50 Batavia, Ohio 45103.



